DATE: **Wednesday, April 24, 2002**
TIME: **1:30 p.m. – 4:30 p.m.**
LOCATION: **Ottawa Conference Center, Room 3, Lansing, Michigan**

Accounts Payable

Q.   Are agencies allowed to accept "faxed" copies of vendor invoices?
A.   **Revised Answer:** It is the agency's decision to accept faxed invoices. Caution should be taken not to pay an invoice twice. Faxed invoices should always be followed-up with an original invoice.

Blanket Purchase Order

Q.   Is there a statewide contract for security?
A.   **Revised Answer:** There is not a statewide contract for security guards or security equipment. However, it is possible for DMB Acquisition Services to potentially add locations to other agency-specific contracts based on agency request.

Q.   If a purchase order is not created for a service, how are the funds encumbered?
A.   A release against the blanket purchase order (BPO) should be created. Encumbrances may also be established in R*STARS.

Q.   What is the appropriate document to issue for services?
A.   A Contract (Blanket Purchase Order) is the best document to use when contracting for services, since terms and conditions are included, both parties must sign and agree to the contract. This provides the best protection to the State. A purchase order may be used for one-time ordering of commodities and some low risk, routine, short-term services. The Uniform Commercial Code (UCC) governs purchases for commodities, which provides some protection to the State and the vendor. The UCC does not cover purchases for services, thus necessitating the need for contractual terms to which both parties agree.

Data Collection and Distribution System (DCDS)

Q.   How do users obtain the GroupWise notify function for approval or rejection of leave/overtime requests?
A.   The GroupWise notify function is available to each agency. Contact your agency DCDS coordinator to determine if this function is used.

The MAIN Help Desk has the list of the agency DCDS coordinators and can provide users with the name of the appropriate contact person.

Q. Does the notify function work for Microsoft Outlook users?
A. **Revised Answer:** If users currently can open a GroupWise E-mail, the DCDS notify function should work.

Q. Can anyone access the DCDS leave/overtime function and detail inquiry window?
A. Users must have the appropriate security. Contact your agency DCDS security administrator to establish this feature.

Q. How many agencies are using the leave/overtime request function in DCDS?
A. Approximately half of the agencies are using it.

Q. How is a correction made if the user decides not to take the requested time off?
A. Users create a new leave/overtime request in DCDS with negative hours for the same dates and times, which then cancels the time off requested and corrects the employee's leave balance.

Q. Why does the approved leave time and standard hours of regular time both appear on the timesheet?
A. This happens when a default work schedule is established. The employee must delete the regular hours prior to submitting the timesheet.

Federal and State Surplus
Q. How can a person purchase items from Federal or State Surplus?
A. **Revised Answer:** Once a year, Federal Surplus has an auction open to the public. State surplus has monthly auctions open to the public. Otherwise, items purchased from Surplus are free to state agency employees, but must be used at work. Additional information on State and Federal Surplus is available on DMB Acquisition Services web site at www.michigan.gov/doingbusiness

Q. Does DMB Logistics offer a pick-up service for equipment if the office is not equipped with a loading dock?
A. Yes. Call Terry Hayes at (517) 335-9109 for more information.

General
Q. Will the former DMB Acquisition Services web site direct users to the new to the michigan.gov/doingbusiness web site?

A.   Yes, for a limited time.

Q.   Could a standard term for insurance be entered in MAIN for use on purchase orders?
A.   **Revised Answer:** The current insurance requirements can be accessed in MAIN by attaching the term 'POINS' to the purchase order. This term is in the process of being updated.

Management Information Database (MIDB)
Q.   Will the Management Information Database (MIDB) be refreshed more often at year-end?
A.   To refresh specific MIDB tables is under consideration. A final decision has not been reached at this time.

Michigan Administrative Information Network (MAIN)
Q.   When will the Requisition Inquiry computer based training (CBT) be available for users on the MAIN Enterprise Information System?
A.   **Revised Answer:** Currently, the Requisition Inquiry computer based training (CBT) is in the pilot stage. Once the pilot is complete and revisions are made, it will be made available to the users. A ListServ notice will be sent and a Customer Connections article will be published to announce the availability and web address of the CBT.

Q   Are other computer based training courses under development?
A.   No. Although, Requisition Entry and other courses are under consideration.

Policy/Procedures
Q.   Will the draft sections of the Administrative Guide to State Government be distributed?
A.   **Revised Answer:** All draft sections of the Administrative Guide are sent to agency Administrative Officers, Financial Officers, and agency purchasing contacts for comment. The draft sections are also sent to all subscribers of the DMB Acquisition Services ListServ.

Q.   When a work statement is prepared for a service using a subcontractor, are there different insurance conditions that should be specified on the contract?
A.   **Revised Answer:** The standard insurance language is used regardless of whether a subcontractor will be used. For example, if purchasing services through the EDS contract and the service provider is a vendor other than EDS, it is wise to include insurance requirements.

Year-End

Q.   When is the new cut-off date for closing the books?

A.   **Revised Answer:** November 20, 2002.

Q.   What is the last date for agencies to send their interagency billings?

A.   The dates are not finalized. The Year-End Closing Schedule will identify those dates.

Q.   Will vendors need to be contacted to submit their invoices earlier?

A.   This is an agency decision that will impact the financial staff.

Q.   How will multi-year contracts be affected by an accelerated closing schedule?

A.   Agencies should pay careful attention to the contract expiration dates and have the blanket purchase order releases issued prior to the expiration date.

Q.   What is the process to determine federal grant money at the end of this fiscal year?

A.   At this time, it is unclear how the federal government will deal with estimates. The Office of Financial Management is researching this issue.

Departments Represented:

Attorney General	Career Development
Civil Service	Consumer & Industry Services
Corrections	Education
Environmental Quality	Management and Budget
Natural Resources	State Police